

IDDE – PRIORITY AREA INSPECTION

1. PREPARATION

- a. Know the past and present weather conditions. Conduct inspections during dry weather periods.
- b. Identify priority areas and document the basis for the selection of priority areas.
- c. Identify each inspection point with a consistent and unique identifier. For example "PA001".
- d. Gather all necessary equipment including: personal protective equipment, tape measure, clear container, clipboard with Priority Area Inspection Form, flashlight, and camera.
- e. Obtain maps showing priority areas, inspection points, and identifiers.
- f. Obtain inspection point description and observations from previous inspections, so the inspection point can be accurately identified and observations compared.

2. PROCESS

- a. Perform an inspection of a minimum of 20% of all priority areas every year. Whenever possible, use the same personnel for consistency in observations.
- b. Use maps and previous inspection reports to confirm the inspection point identity and location.
- c. Set up traffic control as required.
- d. Pull manhole lid or grate to perform inspection.
- e. If dry weather flow is present at the inspection point, then document and evaluate the discharge by completing the following steps:
 - Collect a field sample for visual observation in a clean, clear container, and in a manner that avoids stirring up sediment that might distort the observation.
 - Complete the Priority Area Inspection Form.
 - Compare observations to previous inspections.
 - If the flow does not appear to be an obvious illicit discharge (e.g., flow is clear, odorless, etc.), attempt to identify the source of the flow (groundwater, intermittent stream, irrigation, etc.)
 - Take photo of inspection point and collected sample in container as needed.

- f. If an illicit discharge (such as raw sewage, petroleum products, paint, etc.) is encountered or suspected, follow the procedure of SOP IDDE – Tracing Illicit Discharge.
- g. Input information into Cityworks database.

3. ACTIONS

- a. Follow procedures identified in the following SOPs as needed:
 - SOP IDDE – Tracing Illicit Discharge
 - SOP IDDE – Removing Illicit Discharge

4. DOCUMENTATION

- a. Inspector will document priority area inspection in Cityworks database.

PRIORITY AREA INSPECTION FORM

Zone:	_____	Date:	_____
Inspection	_____		
Point ID:	_____	Address:	_____
Description:	_____		

Precipitation (last 24 hrs)	_____in	Receiving Waterbody:	_____

Inspection Point Information

Storm Drain			
Box			
Condition:	Damage:	If yes Identify type:	_____
Detectable			
Odor:	If yes, Identify Type: _____		
Flow Depth:	_____in/ft	Water Color:	Other Describe: _____
Turbidity:	_____	Visible Floatables:	Other Describe: _____

Weather

Air		
Temperature:	_____ F° / C°	Cloud Conditions: _____

Discharge Analysis (if applicable)

Specific	Water		
Conductivity:	Temperature:	pH:	
_____ uS/cm	_____ F°/C°	_____ pH	

Illicit Discharge Describe: Yes

If yes Notify Storm Water Inspector

Inspection Comments:

Photos Taken:

Completed By:
